



## VACANCY ANNOUNCEMENT

May 14, 2012

### **Law Clerk**

The Kansas Secretary of State is hiring a Law Clerk to serve in our legal department this summer. This is a temporary, non-benefits eligible position. The Secretary of State's office is located in downtown Topeka and our hours of operation are Mon through Fri, 8:00 am to 5:00 pm. The successful candidate will be able to commit to a 40-hr week.

#### Work Examples

This position will primarily be responsible for: 1) performing legal research, 2) drafting legal memoranda, and 3) assisting the Deputy Assistant Secretary of State, Legal Counsel & Policy.

Typical duties include conducting legal research, and the preparation and/or assistance with the preparation of legal documents including briefs, memoranda, and statements of issues. Clerks will assist in the review of trademark applications, mergers, and other filings. Clerks may be asked to monitor legislative committee hearings with the expectation of providing a summary of proceedings. Clerks may also be required to review and respond to constituent correspondence covering a variety of subject matters.

#### Requirements

- Enrolled in an accredited college or university law school program
- Strong research, writing, and communication skills
- Excellent interpersonal skills including the ability to work in an office environment while maintaining a high degree of professionalism by demonstrating respect for customers, co-workers and supervisors
- Proficiency in the use of general office equipment (computer, phone, fax, copier, etc.) including a working knowledge of Microsoft Office products

#### Salary and Hours

The starting salary for this position will be \$11.00/hr.

### Application Deadline

This position will remain open until a qualified candidate is hired.

### Application Requirements (2)

1. Kansas Secretary of State Employment Application – Please visit us online to complete an application, or to obtain a copy for mail, fax, e-mail or hand delivery.  
[http://www.sos.ks.gov/about/about\\_resources\\_job.asp](http://www.sos.ks.gov/about/about_resources_job.asp).
2. Resume – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered.

### Employment Philosophy

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

### Contact Information

For information regarding your application or the application process please contact Mike Brassel in our human resources department.

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